



Bellarmino
College Preparatory™

Office of Accessible Education

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What is Bellarmine's policy regarding serving students with disabilities?

Bellarmino College Preparatory's commitment to fairness and justice extends to providing academically qualified students with a disability an equal opportunity to access the school's programs and activities, with available and reasonable supports/adjustments. Access to these services is open to those who are eligible and register through the OAE Program.

Students enrolled at Bellarmine must adhere to all the school requirements and policies of the semester and year-long course requirements, course sequence, honors/advancement eligibility, and 4-year graduation plan. All coursework meeting graduation requirements must be taken at Bellarmine. Parents of students with potentially limiting conditions, including learning disabilities, attention deficits, and visual, hearing, medical, physical, psychological, or mobility impairments, should contact the OAE Director to review availability of supports for critical needs prior to considering the admissions process.

Prospective students with a diagnosed condition that can impair fair test-taking on the High School Placement Test (HSPT), may be eligible for extended time or other reasonable adjustments on the exam. A request for HSPT test adjustments must be made to the OAE Director by **November 1st** and all documentation to support consideration of the request must be uploaded to the Ravenna admissions system by **November 15th**.

What specific types of services and adjustments are available for students with disabilities at Bellarmine?

Students are expected to develop proficiency in arranging adjustments with teachers as needed, encouraging self-advocacy. **OAE supports may include:**

Enrollment Assistance:

- HSPT adjustments
- Orientation to campus
- Advisement in course selection

Formal Plans Developed for Qualified Students (based on professional testing and demonstrated need):

- DSM or ICD diagnosis
- (Documentation policies apply)

Academic Supports available on campus (depending on eligibility):

- Academic Resource Center (ARC)
- Teacher office hours
- Referrals for outside tutoring or study skills training
- Specialized advising for future course selections and strategic planning
- Teacher/student/parent consultation
- Advising on academic study skills, organizational strategies

College Planning:

- Application assistance to secure accommodations for college entrance and AP exams — College Board, ACT — as eligible. College Board and ACT have the right to deny accommodations to any student, even those approved for Bellarmine.
- Transition support to college disability services post high school.
- Assist/consult with college academic counselors in post-secondary planning.

How can a student arrange to receive services?

Academic adjustments are provided after appropriate documentation is presented to the school, the individual's needs are reviewed, consideration of how the disability might interfere with the student's academic performance at Bellarmine, and identification of reasonable supports and adjustments. Testing for adjustments is not provided at Bellarmine. Students are referred to private psychologists or San Jose Unified School District as appropriate. **A diagnosis of a condition must be accompanied by formal testing**, clearly demonstrating a student's individual profile of substantial limitations to support a request. A diagnosis alone without formal assessment does not demonstrate a student's individual need for adjustments.

Students at Bellarmine may also qualify for services if they are diagnosed with a qualifying condition while enrolled that impacts learning and success in school. Families should contact the OAE Director to inquire about procedures and documentation policies.

What documentation does Bellarmine require for students who are seeking disability services?

Students must submit documentation to verify eligibility for OAE services. Documentation consists of **a current psychoeducational evaluation** (LD and AD/HD recommended within 3 years) or evaluation every year accompanied by a written report of that evaluation (for medical, physical, or psychological conditions) that addresses specific symptoms and impact on academic performance and needs of the student, with clear diagnosis (DSM or ICD Codes).

Available standard adjustments at Bellarmine include:

- Extended time for testing (not for assignments)
- Assistive technology for reading (audiobooks) and note-taking (recording device) - parent provided
- Preferential seating
- Use of computer for essay exams, note taking, and in-class writing
- Use of a calculator for math calculations
- Reasonable adjustments for students who are deaf or hard of hearing or blind or low vision
- Medical conditions support